

Chief, Cartography Unit & Assistant
to Chief, Graphic & Reproduction Section

STATINTL

Department of State

Joint Intelligence Study Publishing Board

SA-E

Graphic & Reproduction Section

OGL

Cartographic Unit

The Joint Intelligence Study Publishing Board prepares and publishes intelligence studies for the Joint Chiefs of Staff from material contributed by the Department of State, G-2, ONI, A-2, USGS, Federal Reserve and other government agencies. The Graphic and Reproduction Section of JISPB handles the editing and preparation for reproduction of all graphic material and the mark-up, layout, proofreading, and final reproduction order of the manuscript. One JANIS (Joint Army Navy Intelligence Study) is produced every two months along with a Plans Pouch and various supplements. Each study contains approximately 30 color insert maps, 200 line drawings, charts, etc., and 300 or more photographs.

As Chief of the Cartographic Unit and Assistant to the Chief, Graphic and Reproduction Section, I act chiefly as liaison for this section and the Physical and Social-Economic (Editorial) Sections, as well as the outside contributors of graphic material. The position involves:

JCS DECLASSIFY / RELEASE INSTRUCTIONS ON FILE

1. a) Discussions with editors concerning desired changes in graphic material submitted by them. STATINTL
- b) The use of independent judgment in the selection of originals to be used in construction, and in the compilation and technical methods to be employed in the presentation of this data, i.e., use of symbols, actual placement of information on the map, content of legend, the styles and sizes of type to be used, the use of zipatone patterns and other drafting materials.
- c) Assigning priorities to all graphic work handled in this section according to production deadlines.
- d) Writing technical drafting specifications, assigning work to the Drafting Unit, and supervising all work done in this Unit.

Throughout, there is the responsibility of seeing that all technical information is presented accurately and that the material is completed by publication deadlines. It is necessary to have a thorough knowledge of all types of graphic material, i.e., line-outs, half tones, aerial mosaics, photographs, acetate overlays, chipboards, etc., to supervise the use of all instruments and materials employed in the construction and correction of these, and to be familiar with the most economical and expeditious methods of reproduction.

For determining the quickest and most effective methods of visual presentation, I rely on professional methods learned while working in the Map Division of the Office of Strategic Services in Washington and in various outposts overseas, and in the Division of Map Intelligence and Cartography, Department of State, Washington. Part of my present position is to keep in close contact with the cartographic departments of other agencies in order to keep up with new technical developments and procedures. The individual editor answers questions concerning the specific information on a map belonging to his chapter but the manner of presentation is left to my discretion. If there is an unusual cartographic problem or a question that involves the relation of the graphic material to the text, my immediate supervisor, Mrs. Margaret Mace Kingman, Chief of the Graphic and Reproduction Section, is consulted. Each editor reviews the work done for his chapter and resubmits the material to this section for reproduction.

2. The final checking of all maps to see that they meet JANIS standards. Here cartographic corrections noted are concerned chiefly with accuracy of scales, grid, registry, placement of symbols, hydrography, proper presentation of desired information and suitability of color. This often involves contacting various members of contributing agencies to explain corrections on maps already submitted by them or to discuss JANIS requirements for future studies.

Answers to contributors' questions on specific JANIS requirements for graphic material are based on a thorough knowledge of JANIS publishing procedures and printing specifications. If an unusual problem arises, it is discussed with Mrs. Kingman or the Editor in Chief. As the above is conducted chiefly by telephone, the only check on my decisions is the accuracy of the completed map.

STATINTL

3. The final sizing of figures, i.e., determining the amount of reduction necessary for each figure, marking same with size specifications for the printer, and indicating final figure sizes on a caption list to be used by the Art Unit and copy preparers.

The sizing of figures is left to my discretion unless an unusual problem arises, in which case, it is discussed with the chapter editor. As the graphic material and the text are not combined until the preparation of the final blueprint, a mistake indicating final figure sizes would necessitate the reprinting of the chapter involved.

4. Preparing the chapter covers. Each of thirteen chapters has a front and back cover, containing index map, title, table of contents, list of effective pages - date of material, classification and security statement. I supervise the layout and construction of these and handle the mark-up of the material for reproduction. This is reviewed by Mrs. Kingman.

5. Ordering the reproduction of all figure inserts from various government agencies, i.e., Army Map Service, Reproduction Branch, Department of State, etc., or outside printers. An insert is a color map, aerial mosaic, etc., that requires reproduction separate from that of the text and is inserted in the study at time of binding. These reproduction orders specify the number of copies desired, reproduction deadlines, size, final trim and colors desired, and shipping directions.

There is no complete check on these orders. An error could mean too few maps for final binding and distribution, or an incorrectly proportioned map for the completed volume.

For the above, it is necessary to determine the cheapest and quickest forms of reproduction for various types of maps. This frequently involves contacting Reproduction Units of other agencies, explaining the type of job, and deciding on the method to be used.

6. The preparation of the Plans Pouch. Each JANIS is accompanied by a Plans Pouch which is made up of maps too large to be bound with the text. This involves:
 - a) Ordering the pouches.
 - b) Preparing the pouch label with table of contents and index sketch map.
 - c) Ordering and preparing corner tabs.
 - d) Ordering imprint material for the back of each plan.
 - e) Checking the assembly of plans at the Army Map Service before final distribution.

STATINTL

In the selection of maps to be used as bases for plans, it is necessary to contact the Division of Map Intelligence and Cartography, Department of State, G-2, Army Map Service, etc., to determine the best map series for JANIS purposes. Before final selection, the contributor or individual editor is consulted. Material for corner tabs and imprinting is proofread in the Production Unit. The orders receive no complete check. An error would necessitate reruns and thus delay distribution of the Plans Pouch.

7. Preparing the Binders, i.e., preparing the copy for the main JANIS cover, which includes the letter of promulgation and the correction sheet with the title page.

The above is reviewed by Mrs. Kingman and the Deputy-Editor in Chief.

8. Reviewing and preparing overlays for the JANIS base map. This includes:
 - a) Reviewing material submitted for duplication of information and consulting with Mrs. Kingman, chapter editors, and Editor in Chief, to determine the best manner of handling the problem.
 - b) Checking the overlays, noting accuracy of registry, duplication of names, confusion of symbols and lettering, placement of title and legend, and proper use of plates, and writing specifications for changes to be made.
 - c) Ordering the reproduction of the above.

These maps receive no further check before going to reproduction.

9. Other duties include:
 - a) Final checking of editors' orders to see that reproduction of all graphic material has been arranged for.
 - b) Maintaining graphic progress records. This has meant devising a visual filing system and, with the increase of graphic material, new filing methods.
 - c) Ordering drafting equipment. This often means discussing the use of new materials and instruments with the Drafting Sections of other government agencies as well as commercial companies.
 - d) Assisting Chief, Art Unit, in mark-up and handling of the manuscript.
 - e) Maintaining type orders.
 - f) Checking to see that all maps have been sent to the Board on Geographical Names for name corrections.
 - g) Other duties as assigned by the Board.

The material handled is classified Confidential or higher and is used by the Joint Chiefs of Staff. The greater part of my work is conducted without the direct supervision of my immediate supervisor and a complete check of the material I handle is impossible.

STATINTL

The names and title of the people I supervise are as follows:

Mrs. Louise Welton, Head Draftsman	Direct supervision
Mr. John Hoffer, Draftsman	Indirect supervision
(A third draftsman, as yet undetermined)	" "
Mr. Carroll Fleet, Map Clerk	Direct "

Technical advice to:

Miss Dorothy Kane, Proofreader
Comdr. Ralph Whitney, Chief, Art Unit
Mr. George Robertson, Chief of Map Procurement
Mr. Alvin Platshon, Draftsman

Review of Graphic Section secretarial work done by:

Mrs. Carlene Allen, Chief Clerk
Miss Maxine Bell, Typist